

Student Charter

Master of Science Geomatics *for the Built Environment*

Academic Year 2023 – 2024



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Introduction

This is the 2023-2024 academic year Individual degree programme section of the Student Charter, for the Delft University of Technology Student Charter Master of Science Geomatics. The Student Charter describes the rights and obligations of students. Article 7.59 of the Higher Education and Research Act states that the Student Charter must contain an individual degree programme section and a university-wide section, and that the Teaching and Examination Regulations should be included in the individual degree programme section. The Student Charter applies to every student who is enrolled in the academic year in question; transitional arrangements regarding previous regulations have been drawn up wherever applicable.

University-wide section

The university-wide section of the Student Charter applies to students of every degree programme. This section includes descriptions of the rights and obligations of students and an overview of the regulations which are designed to protect students. Access to the university-wide section can be gained via the [TU Delft Student portal](#).

Education regulations documentation

This document contains all relevant documentation on the education regulations for the Master of Science Architecture, Urbanism & Building Sciences, excluding the university-wide section of the Student Charter:

- the Teaching and Examination Regulations
- the Rules and Guidelines of the Board of Examiners.

Rules and Guidelines of the Board of Examiners

In addition, the Board of Examiners of the Faculty of Architecture and The Built Environment has laid down the Rules and Guidelines of the Board of Examiners pursuant to Articles 7.10, 7.11 and 7.12 of the Higher Education and Research Act, for each of the above-mentioned programmes. They include provisions on pass/fail regulations, order during examinations, measures to be taken in cases of fraud, etc.

Scope of the regulations

In principle, the provisions of the Teaching and Examination Regulations and the Rules and Guidelines of the Board of Examiners apply to all students enrolled in the programme. Should the application of previous regulations still be relevant, this is covered, as much as possible, by transitional arrangements which form a part of these documents. In cases where these are not sufficient, or where their application would lead to inequitable situations, an appeal may be made to the Board of Examiners. The law has laid down rules governing the matters that have to be dealt with in the various regulations. As a result, certain subjects are mentioned several times in the different documents.

Evaluating and setting down the Student Charter

Every year, the Education and Student Affairs department updates the Student Charter and all relevant documents and makes improvements or additions to them if necessary.

The starting point for the Faculty Teaching and Examination Regulations (TER) is the model drawn up by Legal Services of TU Delft, discussed and approved by the Student Council (SR) and finally adopted by the Executive Board.

The Programme-specific part of the Student Charter, including the Teaching and Examination Regulations included therein, requires the approval of the Faculty Student Council only on those points that are specific to the programme and therefore have not yet been submitted to the SR.

The entire Student Charter is submitted to the Faculty Student Council, in a version stating per article whether the [FSC](#) or Board of Studies ([BoS](#)) have the right of approval or the right to advise.

The Student Charter as a whole is put before the [FSC](#) after recommendations have been obtained from the Board of Studies of the Faculty of Architecture and the Built Environment and, informally, from other bodies and individuals who are considered to have a good insight into the programme and the situation of the students. Experiences relating to the application of the current Student Charter are a major feature of the recommendations. Before the start of every academic year, the prevailing version is made available on the Student portal of the Faculty Architecture and the Built Environment.

Committees

Within the faculty the committees mentioned below are involved in the education.

Board of Studies of the Faculty of Architecture and the Built Environment (BoS) In Dutch: Opleidingscommissie (OC)	The Board of Studies is set up in accordance with Article 9.18 of the Higher Education and Research Act. The committee consists of seven members of the teaching staff and seven students, with an Academic Counsellor listening in on the proceedings. The Board of studies advises the Dean on educational matters, in particular the Teaching and Examination Regulations, and it evaluates their implementation. The Board of studies also advises on the quality of teaching in the Faculty of Architecture and The Built Environment.
Geomatics Board of Studies (BoS)	The Board of Studies is set up in accordance with Article 9.18 of the Higher Education and Research Act. The committee consists of four members of the teaching staff and four students, with an Academic Counsellor listening in on the proceedings. The Board of Studies advises the Dean on educational matters, in particular the Teaching and Examination Regulations, and it evaluates their implementation. The Board of Studies also advises on the quality of teaching in the Faculty of Architecture and The Built Environment.
Faculty Student Council (FSC) In Dutch: Facultaire Studenten Raad (FSR)	The FSC is set up in accordance with Article 9.30 subsection 3 of the Higher Education and Research Act. It is the elected consultative body for students in the Faculty of Architecture and The Built Environment. The FSC has the right of approval for the Faculty Regulations and parts of the Teaching and Examination Regulations. In addition, the FSC can also make recommendations about the remaining parts of the Teaching and Examination Regulations (especially the curriculum), facilities for students, the budget and in the case of collaboration with other faculties or institutions.
Board of Examiners of the Faculty of Architecture and The Built Environment In Dutch: Examencommissie	The Board of Examiners is set up in accordance with Article 7.12 of the Higher Education and Research Act. It consists of members of the academic staff nominated by the Dean. The Board of Examiners has final responsibility for ensuring order during examinations in the Faculty of Architecture and The Built Environment and that they are conducted in the proper fashion: to that end, it sets out certain measures (Rules and Guidelines of the Board of Examiners). It also grants exemptions, issues 'certificate of incorporation' declarations, approves optional minor programmes, graduation applications, etc.
Admissions Advisory Board In Dutch: Inschalingscommissie	The Admissions Advisory Board is set up by the Dean and has the mandate to determine the individual programme for students with a different prior education. For this future Master student, the Admissions Advisory Board checks to what extent they meet the admission requirements and gives advice on the study programmes and / or exemptions applicable to them.
Honours Committee	The Honours Committee consists of the chairman, various teachers from the faculty, an Honours student and is supported by for secretary activities by the Honours Programme coordinator from Education and Student affairs. The committee is established by the Director of Education.

First-year Master students are invited to register for the Honours Programme Master (HPM). The Honours Committee makes the selection for admission to the HPM and assesses and approves the individual HP programmes.

Part I

Teaching and Examination Regulations

Academic Year 2023 – 2024



Paragraph 1.0 General

Article 1.1 Applicability of the regulations (Conform TU model, article 1)

1. These regulations apply to the teaching and the examinations of the Master's programme Geomatics hereafter to be referred to as 'the programme'.
2. The programme is provided under the responsibility of the Faculty of Architecture and The Built Environment at Delft University of Technology, hereafter to be referred to as the faculty.

Article 1.2 Definitions of terms used (Conform TU model, article 2 and faculty specific)

1. The terms are to be defined as follows:

Act	The Higher Education and Research Act (in Dutch, the WHW), in the Dutch Bulletin of Acts, Orders and Decrees, number 593, and as amended since.
BIS	The education enrolment programme of the Faculty of Architecture.
Credit	A European Credit (EC) in accordance with the European Credit Transfer System (ECTS). One credit equals a study load of approximately 28 hours.
Course / subject	A unit of study within the programme, as stipulated in Article 7.3, Sections 2 and 3 of the Act with which an examination is associated.
Degree audit	An assessment by the Board of Examiners whereby is determined, in accordance with Article 7.10 of the Act, whether all examinations in the subjects of the degree programme have been successfully completed.
Examination	Investigation of students' knowledge, insight and skills with regard to a subject, along with the assessment of that investigation. An examination can also consist of interim examinations.
Examiner	Lecturer appointed by the Board of Examiners who is responsible for preparing the examinations and determining the result. In the Study Guide, the designated examiner is recorded in the field "responsible for assignments".
Educational Learning Environment	The electronic system used for the exchanging of teaching information (Brightspace).
Graduation Manual	Description of all the rules that apply to the graduation.
Osiris	The education administration system at TU Delft.
Practical exercise	Subject or component of a subject aimed at the acquisition of particular skills. The following can be understood as practical exercises: <ul style="list-style-type: none"> - writing a thesis - conducting a project or experimental design - carrying out a project or a design/research assignment - presenting the results of a project or a design/research assignment - completing an internship (as part of graduation research) - participating in field work or an excursion - conducting tests and experiments - participating in other educational activities that are considered essential and that are aimed at acquiring particular skills
Programme	The Master's degree programme, as stipulated in Article 7.3a, Section 1 in the Act.

SharePoint	The electronic system used for the administration of the graduation progress.
Student	A person enrolled at Delft University of Technology in order to receive education and take examinations and the degree audit in the degree programme.
Study Guide	The digital study guide for the degree programme containing specific information pertaining to the various courses included in the degree programme.
Working day	Monday through Friday, with the exception of recognized national public holidays and the collective closure days.

2. The other terms in these regulations are used in the sense in which they appear in the Act.
3. In these regulations, the term 'examination' also refers to 'interim examination', with the exception of [Article 1.30](#), Section 1.
4. A written or oral examination may also be taken digitally and/or online. In these regulations the term examination is also taken to mean a digital and/or online examination, unless stated otherwise in these regulations.

Paragraph 1.1 Admission and prior education

Article 1.3 Admission to the programme (Conform TU model, article 3)

1. Applicants with a university Bachelor's degree that indicates a capacity for spatial thinking are eligible for admission, such as:
 - Aerospace Engineering
 - Archaeology
 - Architecture & building sciences
 - Civil Engineering
 - Computer Science
 - Environmental Management
 - Geodesy
 - Hydrology & geology
 - Mathematics
 - Physical or human geography
 - Spatial Planning
 - SurveyingThose above-mentioned applicants must also meet the English language requirement mentioned under sub-section 2b.
2. Applicants holding a Bachelor's degree from one of the 3TU universities (Delft, Eindhoven, Twente) automatically qualify for admission. In order to be admitted to the programme, they must also:
 - a. meet the entrance requirements for Mathematics: a pre-university (VWO) certificate in Nature and Technique (NT)
 - b. meet the English proficiency requirements:
 - A TOEFL iBT with an overall band score of at least 100 and a minimum score of 22 for each section. TU Delft does not accept TOEFL MyBest scores; the required scores should be obtained in one single test.
 - An IELTS (academic version) with an overall Band score of at least 7.0 and a minimum of 6.5 for each section.
 - A Cambridge Assessment English. Only the following certificates are accepted:
 - C1 Advanced (Certificate of Advanced English) with an overall score of 185
 - C2 Proficiency (Certificate of Proficiency in English) with an overall score of 185
3. Applicants with a Bachelor's degree from a Dutch HBO will be assessed individually by the Admissions Advisory Board.
4. Applicants with a non-Dutch Bachelor's degree that indicates a capacity for spatial thinking are eligible for admission, see subsection 1 of this article. For those applications the application procedure applies. See subsection 5 of this article.
5. For more information about admission to the programme see the [website](#).

Paragraph 1.2 Content and composition of the program

Article 1.4 Goal of the programme (Conform TU model, article 5)

The programme is intended to educate students to earn a Master of Science degree in Geomatics, whereby the final attainment levels described in [Article 1.5](#) must be met, so that graduates can fulfil Master's level positions on the labour market.

Article 1.5 Generic and specific final attainment levels

The Geomatics programme educates future engineers for participation in research, design, realization, operation and maintenance of multidisciplinary projects involving geo-information. They are trained in acquiring established knowledge and know-how, in developing new knowledge through systematic research, and in applying this knowledge for the design of operational systems in response to the needs of industry and society.

Generic final attainment levels

The generic final attainment levels for the Master's programme in Geomatics are as follows. A student graduating with a Master's in Geomatics:

1. Is skilled in one or more academic disciplines. A university graduate is familiar with existing academic knowledge and is capable of expanding this through study.
2. Is able to perform research. A university graduate is capable of acquiring new academic knowledge through research. In this connection, 'research' means developing and discovering new knowledge and insights in a purposeful and methodical manner.
3. Is able to design. Many university graduates will formulate designs in addition to performing research. Designing is a synthetic activity geared towards bringing about new or modified artefacts or systems, for the purpose of creating values in accordance with the requirements and wishes stated beforehand (for example, mobility or health).
4. Has an academic approach. A university graduate follows a systematic approach, characterised by developing and using theories, models and coherent interpretations, has a critical attitude and has an understanding of the unique nature of science and technology.
5. Possesses basic intellectual skills. A university graduate is able to reason, reflect and form judgments. These are skills which are learned or sharpened in the courses of a discipline, and are generically applicable afterwards.
6. Is able to cooperate and communicate. A university graduate has the capacity to work with and for others. This requires not only sufficient interaction, a sense of responsibility, and leadership, but also good communication with individuals both in and outside the profession. In addition, the university graduate is able to participate in academic or public debates.
7. Takes into account the temporal and social context. Science and technology are not isolated, but rather, always have a temporal and social context. Opinions and methods have a background; decisions have social consequences over time. A university graduate realises this and is able to integrate these insights into their academic work.

Specific final attainment levels

The domain specific final attainment levels for the Master's programme in Geomatics are as follows. A graduate of the Master's programme in Geomatics:

1. Is familiar with existing scientific knowledge, and has the competence to increase and develop this through study, and is competent in one or more scientific disciplines covering the complete geo-information chain, by (a) having appropriate knowledge of the role of geo-information in decision making applied to the built environment; (b) applying a formal, theoretical and methodologically sound approach to store, process, manage, disseminate and visualise geo-data and geo-information; (c) acting at the forefront of data analysis methodology and spatio-temporal database management systems technology; (d) having appropriate knowledge of legal and organisational aspects of geo-information; and (e) utilising a technology and application driven approach to geo-data acquisition and geo-information extraction.
2. Has the research competences to
 - a. investigate and analyse spatio-temporal models and systems of complex real-world situations
 - b. formulate hypotheses or research questions and develop new concepts
 - c. validate developed concepts by appropriate prototypes, and
 - d. analyse and evaluate thoroughly obtained results.
3. Has the competences to design, implement and use

- a. models and systems for management, storage, processing, integration, exchange and dissemination of geo-information
- b. systems and methodologies to analyse measurements and other evidence material for the purpose of geo-information extraction; and
- c. select, combine and extend above-mentioned systems and methodologies to meet geo information requirements, notably in the built environment, in the present and in the future.

Article 1.6 **Track (Conform TU model, article 6)**

Not applicable.

Article 1.7 **Composition of the study programme and the degree audit (Conform TU model, article 7, paragraph 1 and 6 are faculty specific)**

1. The composition of the study programme is described in the [Study Guide](#) and the relevant transitional regulations are added as [Appendix VIII](#).
2. The Master's degree audit forms part of the programme. The programme has a total study load of 120 credits. Subsection e and x.
3. Following approval from the two Boards of Examiners concerned, a student may take an individual double degree programme in which two Master's programmes are combined simultaneously to create a programme of at least 180 credits. The student must earn at least 60 unique credits for each Master's degree programme. Upon completion the student is awarded two Master's diplomas.
4. It is not permitted for any course in the study programme to have been part of the Bachelor's degree programme on the basis of which the student was admitted to the programme. If a compulsory course in the study programme was already completed in the aforementioned Bachelor's degree programme, the Board of Examiners will designate an alternative course in its place. If an elective in the study programme was already completed in the aforementioned Bachelor's degree programme the student will choose an alternative elective.
5. The student is expected to complete a graduation work, which carries a total of 40 credits. The graduation work is conform the description in the [Graduation Manual](#). The project is subject to a strict planning and time table conform description in the [Graduation Manual](#) and the graduation calendar ([Appendix II](#)); specific dates and deadlines need to be set for the evaluation(s) and the final presentation of the project. The planning will be monitored by the education director. Further stipulations regarding the graduation work are included in the Rules and Guidelines and the [Graduation Manual](#) laid down by the Board of Examiners. Subsection a.
6. Participation in the graduation phase:
 - Students will only be admitted to P2 (evaluation 2) if, at the final registration date according to the graduation calendar ([Appendix II](#)), they have obtained 55 EC from the core programme (with the GEO1101 – Synthesis project) or 60 EC from the core programme (with TUD4040 - JIP).
 - Students will only be admitted to P4 if, at the final application date according to the graduation calendar ([Appendix II](#)), they have fulfilled all the preconditions for obtaining the Master's degree audit, with the exception of the fourth evaluation and the final presentation.
7. All rules that apply to the graduation are gathered in the [Graduation Manual](#) for this programme.

Article 1.8 **Form of the programme (Conform TU model, article 8)**

The programme is offered exclusively on a full-time basis.

Article 1.9 **Language (Conform TU model, article 9)**

1. The education is in English and examinations are administered in English.
2. When a student would like to complete one or more parts of the examination in Dutch, they should submit a request to the Board of Examiners.

Article 1.10 **Provision of information on courses (faculty specific)**

1. General information about how teaching is structured and organised is published every year in the Teaching and Examination Regulations. The details per course are available in the Study Guide. Any interim changes to the courses on offer are published via announcements on Brightspace. Changes to courses that take effect during the academic year will not be to

the detriment of students. It should be pointed out that such changes are always first put to the relevant Board of Studies and the Faculty Student Council ([FSC](#)) for their advice. Announcements of changes to courses are always made on the Brightspace page of the course involved, any far-reaching or urgent alterations are also sent to the Delft University of Technology email addresses of the students who are affected by such alterations. Students are deemed to know of any additional information when one of the following communication channels has been used:

- email to the student's Delft University of Technology email address
 - announcement on Brightspace
 - a letter to the student's home or Postal address (according to Delft University of Technology records).
2. In addition to the range of elective courses organised by the faculty and announced in the Study Guide, staff and students may propose and organise their own one-off elective courses. This may also include special workshops for which credits can be awarded. The Director of Education can award one-off credits on behalf of the Dean, based on a proposal from the initiators. Criteria for approval by the Director of Education are the level of the content, the reasoning as to what the component adds to the regular programme, a careful evaluation of what the course achieves, and finally, the guarantee of financing, such as an agreement by the relevant departmental director to cover the costs. For the proposed examination of the course the Board of Examiners is asked a binding advice.

Article 1.11 Feasibility of the curriculum (faculty specific)

1. Programmes are deemed to be 'feasible' if they fulfil the criteria below, which serve as guidelines for the division of contact time, learning activities, study time and time spent on evaluation over a particular period.
2. The maximum student contact time in each semester is approximately 33% of the total study load. Additionally, there is a maximum of twenty hours scheduled per study week and eight hours per day. Student contact periods for compulsory examination components can be scheduled during the evening only one day a week in each semester.
3. It is also possible to schedule the teaching of electives in the evenings. Students should be informed no later than one week before the start of the relevant semester whether electives will be given during evening hours.
4. Student contact time does not include any periods of scheduled, unsupervised self-study. At least two half-days (mornings or afternoons) every study week, four continuous hours are kept free from course activities for the purpose of self-study. Lectures of two lecture hours or more are always interrupted by a break of at least fifteen minutes.
5. In allowing students to devote their whole time to self-study in the run-up to written examinations, the faculty is complying with the yearly education schedule set down by the Executive Board.
6. The lunch break (12:30 to 13:45) will not be used for regular education, such as compulsory subjects, minor and elective subjects.
7. The deadline for handing in materials for a (partial) examination of a course may only be planned on a working day and not later than 17.30 hours (not later, or on a weekend day or on a fixed collective holiday or day off).
8. Literature that is compulsory for examinations should be studied during the allocated study period, assuming an average rate of five pages an hour. Extra literature for the purpose of gaining more in-depth knowledge may be recommended but may not be considered as part of the material required for the examination. It is only by registering for an entire semester (or components thereof) that a student can be guaranteed a timetable that is feasible and 'study-able'.

Article 1.12 Replacement of teaching staff (faculty specific)

In the event that a lecturer is unable to teach for more than a week (for example due to illness or personal circumstances), it is the responsibility of the section leader of the lecturer concerned to arrange for a replacement. The section leader is responsible for replacing any member of the teaching staff who is absent within a week of receiving notification of the absence. This may result in alterations being made to the timetable of the group in question. Enrolled students for this course are informed by the responsible teacher on this change, according to the communication principles in [article 1.10](#).

Article 1.13 Honours Programme Master (Conform TU model, article 10)

1. It is possible for students to take an Honours Programme as an addition to the regular Master's degree programme. Students who have completed a Bachelor's degree programme with an average mark of 7.5 or higher (after allowances have been made for individual study loads) and all admitted international students may apply to one of the Master's Honours programmes.
2. The Honours Programme Master of the Faculty of Architecture and the Built Environment is a special, research-oriented programme, which goes even deeper than the regular programme, for example as preparation for a doctoral research project, or to provide students with a wider perspective.
3. The Director of Education is responsible for the departmental part of the Honours Programme. The selection for admittance to the honour programme is a responsibility of the Faculty's Master's Honours Committee.
4. The Honours Programme Master will comprise at least 20 credits. At least 5 credits must be completed in the Delft University of Technology-wide component of Honours Programme Master, which consists of the following parts:
 - a. at least 5 credits must be completed in the Delft University of Technology-wide component of Honours Programme Master and,
 - b. a minimum of 15 credits must be completed in the faculty component of the Honours Programme Master, the composition of which (including its content and options) is described in the [Study Guide](#).
5. All students selected for participation in the Honours Programme Master must submit their options to the Honours Committee for approval.
6. The Board of Examiners will be responsible for assessing whether all the requirements of the Honours Programme Master have been met.
7. Any student who has successfully completed the Honours Programme Master will be awarded a certificate signed by the Rector Magnificus and a member of the Board of Examiners.

Article 1.14 Double Degree requirements (faculty specific)

1. If a student wants to follow two Master's degree programmes at the Delft University of Technology at the same time, the student can opt for an individual Double Degree (IDD). Following the approval from the two Board of Examiners concerned, a student may take an IDD-programme in which two Master's programmes are combined simultaneously to create a programme of at least 180 credits. Upon completing the student is awarded two Master's diplomas. The student must earn at least 60 unique credits from each Master's degree programme.
2. The graduation work can be a combination of both degree programmes with two separate graduation reports (or part reports) or theses.
3. The student must be enrolled in both degree programmes during the whole duration of the double degree.
4. If there is a difference in tuition fees, the student will pay the highest fee.

Article 1.15 Master's programme timetables (faculty specific)

Timetables are available for teachers and students no later than one week before the start of each semester. They are published via MyTimetable.tudelft.nl.

Article 1.16 (Compulsory) participation in the programme (Conform TU model, article 11)

1. All students are expected to participate actively in the programme and courses for which they are registered.
2. If necessary, there will be an obligation to participate in practical exercises, with a view to admission to the related examination. The Board of Examiners may grant an exemption from this obligation, with or without imposing a substitute requirement.
3. Any supplementary obligations are described by component in the course description in the [Study Guide](#).
4. The student is not entitled to education in a course, if the student is absent from the first meeting, if:
 - there is work in groups from the first meeting, or
 - students in the first meeting are divided into teacher groups.

Article 1.17 Studying Abroad (faculty specific)

NUFFIC (the Netherlands Organization for International Cooperation in Higher Education) provides information about studying abroad and about preparing for a period of foreign study, such as admission and enrolment procedures, grants, how to approach your time away, study planning, learning about the foreign university. The International Office of the Faculty of Architecture and the Built Environment organises a Study Abroad Week every year early October to inform students about the procedures, programmes at the partner universities, etc.

Conditions

Students wishing to take part of their programme at a foreign university as part of an exchange scheme are subject to the same conditions that apply elsewhere with regard to taking examinations and the sequence in which they are to be taken. In principle, the entire elective part of the Master's degree programme can be taken abroad. As the level of education at foreign universities cannot always clearly be defined in terms of Bachelor's/Master's, and because our Master's students are sometimes only admitted to Bachelor's components at foreign universities, the Board of Examiners will decide, in the case of each individual university, whether Bachelor's credits obtained abroad can count as Master electives. As more and more universities comply with the Bologna Declaration, this exception will be applied with decreasing frequency.

Applying

To apply and be considered for selection for the exchange programme, students should follow the application instructions and deadlines as mentioned on the [website](#). Students must follow the requirements as mentioned on the website with regard to the study programme to be followed. Only in different or specific cases, such as for the Geomatics program, students should make clear additional agreements with the educational director of this programme / Board of Examiners with regard to the study programme to be followed. Upon return students should file a request at the Board of Examiners for recognition of the results obtained.

Article 1.18 Programme evaluation (Conform TU model, article 12)

1. The Director of Education is responsible for the evaluation of the education.
2. The faculty has a quality assurance system for the education it provides. After every quarter, evaluations are carried out based on an annual planning to see if the teaching has complied with pre-set norms, and an inventory is made of how the courses were perceived by students and teaching staff. The survey deals with aspects of substance, teaching formats and organisational issues in relation to the courses.
3. The Faculty Student Council ([FSC](#)) and the Board of studies of the Faculty of Architecture and the Built Environment are given the results of the survey, which are also published on the quality assurance website. Every year the Dean decides to which specific areas particular attention will be paid during the next academic year, and what instruments will be used to do so. The [FSC](#) and the Board of studies of the Faculty of Architecture and the Built Environment advise on the quality assurance plan. For detailed information about how the curriculum is evaluated, please go to the [Quality Assurance website](#).

Paragraph 1.3 Registering for and withdrawing from courses and examinations

Article 1.19 Registering for courses (faculty specific)

1. A student must register every semester for the education of the next semester. This obligation does not apply to the semester immediately after the first enrolment as a student at TU Delft. Subscription always takes place in the semester immediately preceding the semester in which the education takes place and is only possible in the established registration periods. These registration periods are indicated in the annual Academic Calendar, which is published on the Student portal of the Faculty of Architecture and the Built Environment. The registration is also published by Education & Student Affairs as an announcement on the educational learning environment of the relevant study programme.
2. Registration takes place via the [BIS](#) registration programme. The student can enrol in education for a maximum of 40 credits per semester, which includes a maximum of one design studio for students in the AUBS track Architecture.
3. A maximum number of participants may apply to design courses, electives and graduation studios. Students may be asked to provide multiple alternatives. If the maximum number of

- available places is exceeded during the (pre-)registration period, a draw can be applied. Students who have not been selected for their first choice will be placed in one of the alternatives or given the opportunity to register for a course / studio that still has capacity.
4. If the level of interest for an elective course is so low that it would be impractical or uneconomical to run it, the Director of Education may, no later than two weeks before it is due to begin, decide to remove it from the period in question. Students who had already shown interest in the cancelled course will, in principle, be given the possibility to participate in an alternative course.
 5. There is a separate registration for courses for students participating in the HPM.
 6. Registration for education of study programmes at other faculties takes place in the manner and at the time indicated by the relevant study programme.
 7. No opportunity for post-enrolment is offered to students who fail to register in the specified period.
 8. If, after signing up for education, a student decides not to attend the course, the student must withdraw as soon as possible for the education via the registration programme. This is possible until the first teaching day of the semester the course will start.
 9. Registration for a course does not count as registration for an examination. Students must register for examinations separately in accordance with the relevant provisions.
 10. If a student has taken a course (or part of a course) for which an assessment will be given, without having registered for this course correctly or on time, any given assessment is invalid. The student may submit a written request to the Board of Examiners asking for a valid assessment and explaining their reasons. The Board of Examiners will only honour such a request in the event of exceptional circumstances.

Article 1.20 Registering for written examinations (Conform TU model, article 10)

1. Registration to participate in a written examination, including a written examination that is taken online, remotely from the university, is compulsory and is done by entering the requested data into Osiris no later than 14 calendar days before the examination. Students receive examination tickets by email as confirmation of their registration. Contrary to this, a registration period of six calendar days applies to resits in the summer resit period. The student will receive an exam ticket by email as confirmation.
2. Students may submit a request to register for an examination after the deadline mentioned in subsection 1 has passed but no later than 6 calendar days before the examination in question, in Osiris by being placed on a waiting list. The request will be honoured providing that places are available in the room or rooms where the examination is scheduled to take place. The student will receive an exam ticket by email as confirmation.
3. In the event of circumstances beyond a student's control resulting in the student being unable to register for an examination, the Board of Examiners may nevertheless permit the student to participate in the examination.
4. Students who have not registered for the examination and are therefore not included on the list of examinees can report on the day of the examination to the invigilator beginning 15 minutes before the start of the examination until the actual start. They will be admitted to the examination room, in the order that they reported to the invigilator, 30 minutes after the start of the examination, if sufficient places are available. The loss of 30 minutes of examination time cannot be compensated. Students who have been granted late access to the examination will be added to the list of examinees. The student participates in the examination subject to the validation of entitlement to participate in the examination.
5. In the situation described in the previous section, if it is found that a student was not entitled to participate in the examination, the examination work will be deemed invalid, it will not be marked and it will not count towards a result. The student may subsequently submit an appeal to the Board of Examiners, accompanied by reasons, requesting that the examination work that has been deemed invalid be declared valid and to have it assessed. The Board of Examiners will approve the request only in case of extenuating circumstances.
6. Section 2 an 4 of this article do not apply to a written examination that is taken online, remotely from the university.
7. If unforeseen circumstances or measures make it necessary to change the form or manner of taking the examination, the Board of Examiners may determine a different registration period in favour of the student.

Article 1.21 **Registering for other examinations** (Conform TU model, article 14)

1. Registration for participation in an examination other than a written examination is compulsory and it is done in the manner and within the term that is stated in the [Study Guide](#) or on [Brightspace](#) of the relevant course. If unforeseen circumstances or measures make it necessary to change the form or manner of taking the examination, the provisions stated in the study guide apply in full unless the Dean decides to deviate from the manner or term of registration prescribed in the study guide.
2. In special cases the Board of Examiners may deviate from the period of registration referred to in subsection 1, however only in favour of the student.
3. Students who have not registered on time will not be allowed to participate in the examination. In exceptional circumstances the Board of Examiners may allow the student to participate in the examination.
4. In the event of unauthorised participation in an examination, the Board of Examiners may declare the result of the examination invalid.

Article 1.22 **Withdrawal from examinations** (Conform TU model, article 15)

1. Students can withdraw from a written examination via [Osiris](#) up to 3 calendar days before the examination.
2. Students can withdraw from other examinations in the manner as stated in the course description on [Brightspace](#), and in the [Study Guide](#) or [Graduation Manual](#).
3. Any student who has withdrawn from an examination has to re-register on a subsequent occasion, in accordance with the provisions of [Article 1.20](#) and [Article 1.21](#).

Paragraph 1.4 **Examinations**

Article 1.23 **Form of examinations and the manner of testing in general** (Conform TU model, article 16)

1. Examinations (written, oral or otherwise) are taken in the manner described in the [Study Guide](#) for the course. In the event of unforeseen circumstances or measures, the Board of Examiners may determine that the manner prescribed may be deviated from. If an examination is taken using online proctoring, this takes place in accordance with the [TU Delft Online Proctored Examination Regulation](#).
2. The Board of Examiners may deviate from the provisions of subsections 1, in favour of the student.
For each unit of study (as referred to in Article 7.3 of the WHW) an assessment plan is determined by the responsible teacher. An assessment plan contains a diagram showing the relationships between the learning objectives, the requirements (in terms of required products), the test form and the assessment criteria, in such a way that:
 - the student knows at the start of the education on which criteria he will be assessed
 - the student can check how the result of his / her examination came about
 - accountability can be taken with regard to the manner in which a grade for the performance of a student has been established.
4. At the start of a course, the examiner will give the students the opportunity to familiarise themselves with representative sample examination questions and answers and the examination standard criteria by which they have or will be assessed. The teacher or examiner will provide accompanying guidelines for the way in which the sample questions are answered.
5. The Board of Examiners is authorised to declare invalid an examination or an examination component, if a correct assessment of the knowledge, insight or skills has been proved reasonably impossible, based on the examination or that component. The Board of Examiners may draw up further rules for this.

Article 1.24 **Number and times of examinations** (Conform TU model, article 17)

1. There are at least two opportunities in each academic year for written examinations. The previous provision applies equally to assessments other than written examinations, unless this cannot be reasonably demanded of the programme. In those cases a different option will be provided, if at all possible. Participation in this may -within the limits of proportionality- be subject to additional requirements. The number and times of all examinations are registered in the course description in the Study Guide.
2. Each semester a timetable of all the opportunities for taking examinations is drawn up and is published before the start of the relevant teaching period.

3. If there is no indication as to the number of times a particular examination can be taken in any one academic year because it relates to a course not taught by the programme itself, the relevant stipulations in the Teaching and Examination Regulations of the other programme will apply.

Article 1.25 **Sequence of examinations (faculty specific)**

If there is a sequence in which students are required to sit examinations and participate in practical's these specifications are stipulated in the [Study Guide](#).

Article 1.26 **Oral examinations (Conform TU model, article 18)**

1. For oral examinations, only one student at a time shall be tested, unless determined otherwise by the Board of Examiners.
2. The oral examination is administered by at least two examiners, unless determined otherwise by the Board of Examiners. In the event of unforeseen circumstances or measures, the Board of Examiners may determine that the oral examination be administered by a single examiner, in which case an audio and/or video recording of the oral examination will be made.
3. Oral examinations shall not be public, unless determined otherwise by the Board of Examiners. In deviation from this first clause, a final presentation for a design course is given publicly. An exception can be made in special cases in which the Board of Examiners has decided otherwise, whether or not at the request of the student.

Article 1.27 **Determining and announcing of results (Conform TU model, article 19)**

1. The examiner determines the result of an oral examination as soon as it is finished and issues the student with a written statement of the result.
2. In the case of written examinations or other forms of examination (excluded oral examinations), the examiner determines the result as soon as possible but no later than 10 working days after the examination. Only with permission from the Director of Education the marking period can be extended to a maximum of 15 working days. The marking period for each course is published in the [Study Guide](#).
3. The examiner registers the results within above period in [Osiris](#), with observance of the students' privacy. If the examiner is not able to meet these requirements due to exceptional circumstances, he or she must inform the Board of Examiners, stating the reasons for the delay and also inform all students who sat the examination.
4. When the result of an examination is announced, the student will be informed of the right to inspect the results as referred to in [Article 1.29](#) as well as the opportunity to lodge an appeal with the Examination Appeals Board.
5. Contrary to the previous provisions, results achieved for examinations administered in the in the last regular examination as well as for the resit period in July shall be determined, registered and published within five working days in the week following the week in which the examination was taken.

Article 1.28 **The right to inspect the results (Conform TU model, article 20)**

1. For a period of at least 20 working days after announcement of the results of any written examination or assessment of a practical exercise, the student has the right to inspect his or her assessed work, on request. During the inspection of the assessed work, it is not permitted to copy the underlying examination questions in any way. Students intending to lodge an appeal against the assessment of their work, will be supplied with a copy of the assessed work.
2. During the period referred to in section 1, students who have participated in the examination can become acquainted with the questions, papers and assignments of the relevant examination, as well as with the criteria used for the assessment.
3. The examiner can determine that the right to inspection or perusal referred to in sections 1 and 2 will take place at a pre-established location and at a pre-established time.
4. Students who can prove that they were unable to be present at the location at the set time due to circumstances beyond their control, will be offered another possibility, if possible within the period stated in section 1. The location and times mentioned in the first sentence will be announced well in advance.

Article 1.29 Discussion of the results of the examinations (Conform TU model, article 21)

1. As soon as possible after the results of an oral examination have been announced, an opportunity can be arranged for the examiner to discuss the results with the student, either at the student's request or at the instigation of the examiner. At this meeting, a discussion justifying the assessment will take place between the examiner and the student. During the discussion of the assessed work, it is not permitted to copy the underlying examination questions in any way.
2. For a period of 20 working days after the results have been announced, students who have taken a written examination or participated in a practical examination may submit a request to discuss the results with the relevant examiner. The discussion will take place within a reasonable period and at a place and time to be determined by the examiner.
3. If a collective discussion is organised by the examiner, students may only submit a request, as described in the preceding section, if they were present at the collective discussion and if they provide a good reason for the request or if, due to circumstances beyond their control, they were unable to attend the collective discussion.
4. The Board of Examiners may permit deviations from the provisions of sections 1 and 3.

Article 1.30 Period of validity of examinations (Conform TU model article 22, paragraph 5 is faculty specific)

1. The period of validity of examination results is unlimited. The Dean can restrict the period of validity of a successfully completed examination if the examined knowledge or examined insight has become outdated, or if the skills that were examined have become outdated.
2. In cases involving a limited period of validity based on the first section, the period of validity shall be extended at least by the duration of the acknowledged delay in studies, based on the TU Delft Profiling Fund Scheme.
3. In individual cases involving special circumstances, the Board of Examiners may decide to deviate from the rule determined in section 2 and prolong the validity.
4. If a course consists of interim or partial examinations, the period of validity of the interim / partial examination for which no credits are assigned shall be restricted to one year, counted from the date of the interim examination.
5. The P2 evaluation in the graduation phase is considered as an interim examination.

Article 1.31 Exemption from and examinations or a practical (Conform TU model, article 23)

After having obtained recommendations from the relevant examiner, the Board of Examiners may decide to exempt students from an examination or practical on the grounds of:

- an examination or practical taken in the Dutch higher education system or elsewhere that corresponds in terms of content, level and study load with the subject for which the exemption has been requested, or
- knowledge and/or skills acquired outside the higher education system.

Article 1.32 Scheduling and frequency of degree audits (Conform TU model, article 24)

In principle there is an opportunity to undergo the Master's degree audit every month. The final presentations must be held in the established periods. The dates set by the Board of Examiners are published before the start of the academic year.

Paragraph 1.5 Studying with a disability

Article 1.33 Adjustments to the benefit of students with a support need (Conform TU model, article 25)

1. Students with a support need means students who are held back due to a functional limitation, disability, chronic illness, psychological problems, pregnancy, young parenthood, gender transition, or special family circumstances, for example in relation to informal care. Upon a written and substantiated request to that effect, students with a support need may be eligible for adjustments in teaching and examinations. These adjustments are coordinated to the situations of the students as much as possible, but they may not alter the quality or level of difficulty of a subject or the study programme. Facilities to be provided may include modifications to the form or duration of examinations and/or practical exercises to suit individual situations or the provision of practical aids.

2. Requests as mentioned in Section 1 must be accompanied by a recent statement from a physician or psychologist or, in cases involving dyslexia, from a testing office registered with BIG, NIP or NVO. If possible, this statement should include an estimate of the extent to which the condition is impeding the student's academic progress.
3. Decisions concerning requests for adjustments relating to educational facilities are taken by the Dean or by the Director of Studies on the Dean's behalf. Decisions concerning adjustments relating to examinations are taken by the Board of Examiners or by the academic counsellor on behalf of the Board of Examiners
4. Adjustments to examinations can involve the following or other matters:
 - form (e.g. replacing a written test with an oral test or vice versa, testing the required material in the form of interim examinations or granting exemptions to the attendance requirement)
 - timing (e.g. additional time for an examination, wider staggering of examinations across the examination period, granting exemptions to admission requirements or extending the period within which a component must be completed)
 - location (taking the examination in a separate, low-stimulus space)
 - aids permitted during testing (e.g. English-Dutch dictionaries for students with dyslexia).
5. Adjustments in educational facilities could include:
 - providing modified furniture in teaching and examination spaces
 - providing special equipment (e.g. magnification or Braille equipment for students with visual impairments and blindness or loop systems and individual equipment for students with hearing impairments and deafness)
 - providing more accessible course material
 - providing special computer facilities (e.g. speech-recognition or speech-synthesising software)
 - providing a rest area.

Paragraph 1.6 Study support

Article 1.34 Academic Counsellors (faculty specific)

Students may consult the Academic Counsellors if they have any questions or problems that cannot simply be resolved administratively. Academic Counsellors are there to enable students to discuss a variety of issues in confidence.

They can be involved in any matter relating to a student's studies, living or working conditions. Working closely together with the student, they attempt to pinpoint any problems with regard to the course at a stage as early as possible in order to prevent the student from falling behind in his or her studies. Students can get advice from the Academic Counsellors on the following topics:

- exploring the employment market
- administration grants and committee work
- grants and funds in general
- extracurricular activities
- financial problems
- Graduation Support Scheme (both information and submission of application)
- handicap (or functional disability) and study
- mentorship
- changing courses and/or dropping out
- course problems, problems with choosing courses or graduating
- non-compliance with rules because of circumstances beyond one's control
- personal problems
- illness.

Academic Counsellors are authorised by the Dean, the Director of Education and the Board of Examiners to act on their behalf in taking decisions about the most commonly occurring questions relating to admission to programmes and examinations in individual cases where they consider deviation from the standard rules to be acceptable in the interest of fairness.

To find out how to contact the Academic Counsellors, please go to the faculty's [Student portal](#).

Article 1.35 Study support and monitoring of student progress (Conform TU model, article 26)

1. The Dean is responsible for providing individual study supervision to students registered for the degree programme, partly for their orientation towards potential study options within and outside the degree programme. The Dean will also ensure that effective support and supervision is provided to students in making choices related to their studies.
2. The examination and study programme applying to each student is documented in the educational administration system [Osiris](#).
3. The Study Programme Administration (SPA) is responsible for ensuring that all students are able to review and check their results in the educational administration system [Osiris](#) (via MyTU Delft).

Paragraph 1.7 Contravention, changes and implementation

Article 1.36 Conflicts with the regulations (Conform TU model, article 28)

If the [Study Guide](#) and/or any other regulations relating to the study programme and/or the examination programme prove to contravene these Teaching and Examination Regulations, precedence will be given to the provisions of these Teaching and Examination Regulations.

Article 1.37 Amendments to the regulations (Conform TU model, article 29)

1. Amendments to these regulations are adopted separately by the Dean.
2. Amendments that are applicable to the current academic year will be made only if they would not reasonably damage the interests of students.
3. Amendments to these regulations may not lead to disadvantageous changes to any decisions that have been made with regard to individual students.
4. In the event of unforeseen circumstances or measures, the Dean may decide to deviate from these regulations, including the actual form of the education and any compulsory attendance requirements. This also means that the provisions in the study guide may be deviated from.

Article 1.38 Transitional measures (Conform TU model, article 30)

1. If the composition of the degree programme undergoes substantive changes, the Dean will draw up transitional regulations that will be incorporated in this regulation. See [Appendix VIII](#).
2. These transitional measures shall include at least the following:
 - a. an arrangement regarding exemptions that can be given on the basis of the examinations already passed
 - b. a provision specifying the period of validity of the transitional measures.
3. Students shall follow the degree programme as it has applied or applies during the first academic year of their enrolment, unless components of the programme are no longer offered. In such cases, students must transfer according to the applicable transitional measures. Deviations require the approval of the Board of Examiners. Before submitting a request to this end, the student must have first obtained recommendations from an academic counsellor.
4. If a compulsory course is removed from the degree programme, four opportunities to sit an examination in this subject will be offered after the last time the course has been taught: an examination at the end of the teaching of the subject, a resit in the same academic year, and two resits in the following academic year.

Article 1.39 Study costs (faculty specific)

Based on the 2023-2024 Guideline, study costs are calculated as follows:

- a. costs of books and readers: around € 600,-- every academic year
- b. costs of other course materials: around € 450,-- every academic year

Costs for domestic trips are included in the costs of other teaching course materials. Foreign trips are not mandatory parts of the curriculum; It is the students own choice. It is always possible to choose courses where no additional charges are applicable.

Article 1.40 Publication of the regulations (Conform TU model, article 31)

1. The Dean is responsible for ensuring a suitable way of publishing these regulations, as well as any amendments to the regulations.
2. In any case, the Student Charter, included the Teaching and Examination Regulations, will always be published on the [Student portal](#) of the Faculty of Architecture and the Built Environment.

Article 1.41 **Entry into force** (Conform TU model, article 32)

These regulations will come into effect on 1 September 2023.

Drawn up by the Dean of the Faculty of Architecture and the Built Environment

Prof.ir. D.E. van Gameren

Part II

Rules and Guidelines of the Board of Examiners

Academic Year 2023 – 2024



Paragraph 2.0 General

Article 2.1 Scope of applicability (Conform TU model, article 1)

These Rules and Guidelines of the Board of Examiners govern the Delft University of Technology's Master of Science Geomatics programme, referred to below as the "Programme".

Article 2.2 Definition of terms (Conform TU model, article 2)

The definitions of terms contained in Article 1.1 of the Dutch Higher Education and Scientific Research Act and [Article 1.2](#) of the Teaching and Examination Regulations, Master of Science Geomatics, are applicable.

Article 2.3 The Board of Examiners' working method (Conform TU model, article 3)

1. In principle the Board of Examiners meets once a month.
2. The Board of Examiners may delegate certain clearly defined duties.
3. The Secretary of the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
4. The members of the Board of Examiners decide jointly which of them shall deputise for the chairman during his or her absence.
5. The meetings are not public.
6. In the event that a student submits an application or complaint to the Board of Examiners that involves an examiner who is a member of the Board of Examiners, the examiner concerned will have no involvement in the handling of the application or complaint and will temporarily absent him or herself from the meeting.
7. A report will be drawn up regarding the matters discussed at meetings.
8. The Board of Examiners compiles an annual report of its activities in the previous academic year. The report shall be submitted to the Dean.

Article 2.4 Decisions taken by the Board of Examiners (Conform TU model, article 4)

1. The Board of Examiners' rulings are based on a simple majority vote.
2. If the votes are equally divided the chairman of the Board of Examiners will have a casting vote unless the votes were cast by ballot.
3. If votes cast by ballot are equally divided, then a second vote by ballot will be held; if the votes are once again equally divided, the proposal being voted upon will be rejected.

Article 2.5 Appointment of examiners, delegates of the Board of Examiners and Ad hoc committees (Conform TU model, article 5)

1. The Board of Examiners appoints as examiners the members of staff responsible for preparing and conducting examinations and determining results. The examiner of each course is recorded in the [Study Guide](#) in the field "Responsible for assignments".
2. The Board of Examiners is entitled to appoint experts from outside the institution as examiners. This kind of appointment will be for a maximum period of two years, with the option to extend this period each time by a maximum of a further two years.
3. The Board of Examiners may appoint ad hoc committees, including an assessment committee as referred to in [Article 2.25](#).
4. The Board of Examiners appoints a delegate of the Board of Examiners for every graduate.

Article 2.6 Standards (Conform TU model, article 6)

The Board of Examiners or the examiner will use the following standards as a guideline when making decisions and will weigh the various standards against each other in the event of any inconsistency.

1. Maintaining the quality and selection requirements with respect to the examination or part of the examination in question.
2. Expediency, with the goal of:
 - limiting study delays of students who are making good progress in their studies
 - persuading a student to drop out of the programme with as little loss of time as possible if it has become unlikely that the programme will be completed within a reasonable period of enrolment.
3. Warning students and taking appropriate action if they are in danger of taking on too great a study load.

4. Mildness with respect to a student who is experiencing or has experienced a study delay due to circumstances that are beyond his/her control.

Article 2.7 Language (faculty specific)

1. A student who submits a request to the Board of Examiners to take one or more parts of an examination in Dutch as referred to in [Article 1.9](#), subsection 2, of the Teaching and Examination Regulations, Master of Science Architecture, Urbanism & Building Sciences, must substantiate that request.
2. Before making a decision, the Board of Examiners is to obtain advice from the examiner(s) in question with regard to the request.
3. In addition to subsection 1 and 2, the standard language for the graduation project is English. Only if all mentors and the student drop a written motivated request at the Board of Examiners the Board of Examiners can decide to allow Dutch as language. This request can only be rewarded if it is made clear that this language will have added value for this final project. Details are described in the [Graduation Manual](#).

Article 2.8 Fraud (Conform TU model, article 7)

1. Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student. Fraud is in any event understood to include the commission of plagiarism in any form; it should be clear that this includes all cases in which a student suggests that a piece of work is his/her own when that is not the case, such as copying the work of others and presenting it as one's own through deliberate or through careless or inadequate references. Fraud also includes among others the following:
 - being in possession, during an examination, of aids (digital or otherwise), any notes, pre-programmed calculator, mobile phone, book, syllabus, notes in books for an open-book examination, the use of which has not been expressly permitted
 - looking at the work of others during an examination or exchanging information or materials inside or outside the room where the examination is taking place
 - getting someone else to take the examination or impersonating someone else during an examination
 - being in possession of the questions/assignments of an examination before the date or time on which the examination is due to be held.
2. Whenever a student is suspected of having committed fraud, the matter will be dealt with by the Board of Examiners of the study programme on which the student is enrolled. If a Board of Examiners receives a notification relating to a suspicion of fraud about a student who is enrolled on a different study programme, it will immediately pass on the complaint to the Board of Examiners of the relevant study programme. In the case of fraud committed in group work involving students from different study programmes, the Boards of Examiners concerned will together agree which Board of Examiners will handle the notification. The Board of Examiners dealing with the notification will keep the other Board or Boards informed of the outcome.
3. If fraud is discovered or suspected while an examination is being taken, the examiner or invigilator will immediately inform the student in question and record the incident in a written report as quickly as possible. The written report will be added to the student's completed examination after the examination has ended. The examiner or invigilator may request the student to make any evidence available. If the student refuses to do so, this will be noted in the report. The report and any evidence will be submitted to the Board of Examiners immediately.
4. If fraud is discovered or suspected other than while an examination is being taken, the examiner will record the incident in writing as quickly as possible. The report and any evidence will be submitted to the Board of Examiners immediately.
5. If it has been established that fraud has been committed, or if there is a suspicion to that effect, the Board of Examiners, the examiner, and the invigilator are authorized to obtain information from employees or parts of the organization that could be used as evidence.
6. The Board of Examiners will give the student an opportunity to add written comments to the report that was prepared by the examiner or invigilator.
7. The Board of Examiners will, in the event of fraud, make the decision that a mark will not be issued for the examination or practical in question, apart from in exceptional cases. In the event the mark has been announced or registered before the fraud was determined, the

- Board of Examiners will make the decision to retract the mark in question and declare it invalid, apart from in exceptional cases.
8. As well as the decision in the foregoing section, the Board of Examiners will decide whether a sanction will be imposed. The Board of Examiners may, depending on the seriousness of the fraud, impose the following sanctions on students:
 - a. a reprimand
 - b. exclusion from the examination or practical in question for a maximum period of one year
 - c. exclusion from one or more examination periods for a maximum period of one year
 - d. a combination of the measures listed above.When determining the seriousness of the fraud, in any case, but not exclusively, the following will be taken into account: any repeated incidents of fraud. In the event of serious fraud, the Board of Examiners is entitled to submit the proposal to the Executive Board that the student's enrolment on the degree programme be permanently terminated.
 9. When, within the context of group learning, the Board of Examiners determines that group fraud has been committed, the Board of Examiners may impose one of the sanctions referred to in subsection 8 subsection a to d upon every member of the group.
 10. The Board of Examiners will not make a decision as referred to in subsection 8 until after the student has been given an opportunity to be heard. A hearing will not be necessary if the Board of Examiners determines that there was no fraud.

Article 2.9 Disciplinary measure in the event of an irregularity or suspected irregularity
(Conform TU model, article 7a)

1. Prior to, during or after an examination the Board of Examiners may decide that the examination must be taken in a different way or retaken at a different time in the event of any irregularity or if there are reasonable grounds for suspecting an irregularity, such as:
 - large-scale or organised fraud that renders the examination results untrustworthy and where it is not (yet) possible to determine which individual students are involved
 - a technical failure during the examination that renders the results untrustworthy.
2. If the examination has already been taken, the Board of Examiners may decide to declare the results of the examination in question invalid for all participants. The examination must then be retaken. In this case the Board of Examiners will set a new examination date as soon as possible.

Article 2.10 Plagiarism scan (Conform TU model, article 7b)

1. The examiner or assessment committee checks written (graduation) work for plagiarism. A plagiarism scanner may be used for this purpose.
2. To facilitate plagiarism checks, the examiner or assessment committee may set requirements for the way in which a written assignment must be submitted.

Article 2.11 Time limits (Conform TU model, article 8)

The Board of Examiners will render a decision with respect to a student's application within 40 working days after the application is received or, if the application is submitted during an academic holiday or within a period of three weeks prior to an academic holiday, within 40 working days after the end of that holiday. The Board of Examiners may postpone making a decision for a maximum period of 10 working days. The student will be informed in writing of any postponement before the end of the period referred to in the first sentence.

Paragraph 2.1 Registering and withdrawing

Article 2.12 Registering for the degree audit and applying for degree certificate (Conform TU model, article 9)

1. Registration for the degree audit and the application for the degree certificate must be submitted to the Study Programme Administration no later than 20 working days before the degree audit in question is to be held.
2. The student must submit the final study programme to the Study Programme Administration no later than the day on which the period referred to in subsection 1 commences.
3. All requirements must be met, and all results must have been submitted to the Study Programme Administration no later than five working days before the meeting for the degree audit in question.

4. The Student Programme Administration has the possibility of putting a student forward for a degree audit if it has established that the student has met all obligations for the degree audit. The Student Administration will inform the student of its intention to put the student forward for the degree audit. The Student Programme Administration will drop its intention when the student indicates within the specified period that he/she wishes to improve a result or wishes to supplement his/her examination programme. In that case, the student will have the opportunity to do so during the rest of the current academic year.

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Paragraph 2.2 Examinations

Article 2.13 Taking examinations (Conform TU model, article 10)

1. In special cases the Board of Examiners may allow a student to take an examination in a different form. The request for this must be substantiated.
2. A student's registration at the TU Delft will be confirmed by or on behalf of the Board of Examiners during examinations.
3. In the event of unforeseen circumstances, the examination may be taken (again) in a different way or at a different time and the way in which the result of the examination is indicated may be changed. The Board of Examiners will decide on this matter in consultation with the examiner.

Article 2.13a Online proctored examinations

1. An examination may be held using online proctoring with the permission of the Board of Examiners if:
 - a. no other means of examination is reasonably possible, and
 - b. this takes place in accordance with the TU Delft Online Proctored Examination Regulation.

Article 2.14 Questions and assignments (Conform TU model, article 12)

1. The questions and assignments covered by an examination includes only content that is part of the study material or sources made known in advance. These sources will be generally made known before commencement of the coursework that prepares students for the examination. The exact scope of the material will be finalized no later than one month before the examination is taken.
2. The questions and assignments contained in an examination are to be a well-balanced representation of the materials studied.
3. The examination will reflect the learning objectives in terms of level, content and form.
4. The questions and assignments will be clear and unambiguous. The instructions regarding the weighing of the questions and assignments will also be clear and unambiguous, and formulated in such a way that students should be able to understand how extensive and detailed their answers must be.
5. The time limit for examinations will be such that the student will have sufficient time to answer the questions, based on reasonable standards.

Article 2.15 Procedure during examinations (Conform TU model, article 13)

1. The examiner will ensure that invigilators are appointed for written examinations. The invigilators will maintain order during the exams and ensure that examinations proceed properly, on behalf of and under the responsibility of the Board of Examiners. When supervising an examination in an examination room the invigilators will observe the "Rules of Procedure Examinations", [Appendix VIII](#) which will be available in the examination location.
2. The following applies regarding entering an examination room:
 - a. only students with a valid identity document may gain access to the examination. Acceptable identity documents are a campus card, passport, identity card, or driving licence, and
 - b. students may only gain access to the examination if they have a valid examination ticket or if they appear on the list of examinees.
3. At the request or on behalf of the Board of Examiners the student is required to identify using their student ID or other valid proof of identity (a passport, ID card or driving license).
4. The student must follow the instructions issued by the Board of Examiners, the examiner or the invigilator that have been published before the start of the examination and the instructions that are given during the examination or immediately after it has ended.

5. Any student who does not comply with the provisions laid down in or pursuant to subsection 3 and 4 of this article may be excluded from further participation by the Board of Examiners or the examiner. In these cases, no mark will be recorded for the examination.
6. Examination paper and scrap paper will be provided. However, the student must bring his/her own writing and drawing materials. The student immediately registers his name and student number on each paper. Only writings on examination paper will be assessed.
7. During examinations, students may not use or have available any aids such as pre-programmed calculators, computers, mobile telephones, or other devices with similar functions unless the examiner has decided otherwise. If the use of such devices is permitted during an examination, the student must bring his/her own calculator or device, which must be in compliance with the function limits indicated by the examiner.
8. During an examination the student may not have in his/her possession, nor may he/she consult any books, lecture notes, other notes, or other documents unless the examiner has decided otherwise.
9. During an examination the student may not copy from other students or exchange information and/or materials with other students in any manner whatsoever, either inside or outside the location where the examination is held.
10. Answers may not be written in pencil unless the examiner has given permission to do so in advance.
11. The student may not take the examination assignments with him/her after the examination has ended unless the examiner has decided otherwise.
12. Students who wish to participate in an examination more than 30 minutes after the examination in question has started will not be admitted.
13. The student is not permitted to leave the location where the examination is being held within 30 minutes after an examination officially starts. In urgent cases permission may be given to leave the location where the examination is being held after those 30 minutes have passed, under the supervision of an invigilator. No more than one student may be absent at any given time.
14. Before the student's final departure from the location where the examination is being held (not earlier than 30 minutes after the examination in question has started) the student must hand in the examination work, on which he/she has written his/her name and student number on each page, to the examiner or invigilator.

Article 2.16 Assessment (Conform TU model, article 14)

1. The assessment method, including the weighing of components, is to be clear such that the student can ascertain how the result was reached.
2. Examinations will be assessed, based on model answers and standards that have been laid down in writing in advance and that may be revised during correction. If the same examination is administered by more than one examiner (whether or not simultaneously) and the results are also assessed by more than one examiner, the assessment shall take place according to the aforementioned provisions. Where applicable, the Board of Examiners will appoint prime responsibility for the examination to one examiner.
3. A result will be indicated by a mark or a V (Voldaan = Pass) or an O (Onvoldoende = Fail), a VR (Vrijstelling = Exemption) or NVD (niet voldaan – insufficient)..
4. A final mark for a subject will be expressed in a whole mark or a half mark from 1,0 to 10,0. The meaning of the marks is as follows:

9,5	And	10,0	Excellent
8,5	And	9,0	Very good
7,5	And	8,0	Good
6,5	And	7,0	More than satisfactory
6,0			Satisfactory
4,5	Up to and including	5,5	Nearly satisfactory
3,5	And	4,0	Poor
1,0	Up to and including	3,0	Very poor
5. The final marks are rounded off to half and whole figures, three-tenths, four-tenths, eight-tenths and nine-tenths will be rounded up and one-tenth, two-tenths, six-tenths and seven-tenths will be rounded down.

6. If a subject consists of more than one component, the subject overview in the [Study Guide](#) will indicate how the final mark will be determined. The following provisions apply in this respect:
 - the mark for a component examination will be expressed in tenths, where hundredths greater or equal to 0.05 will be rounded up and hundredths lower than 0.05 will be rounded down
 - a result for a component examination or the assessment of a practical may be included in the determination of the final mark only if it is at least a 5.0 or higher. In the event of a lower mark, no final mark will be given, but instead an NVD will be registered as the final result.
7. Final marks that are earned in another degree programme at TU Delft or another Dutch university will be adopted as they have been given, as a whole figure or half figure or as a decimal figure. The definition that the other degree programme attributes to those marks will also be adopted. The provisions of [Article 2.22](#) apply to final marks that are earned abroad.
8. If more than one result is earned for a subject, the highest result that has been earned will apply during the degree audit, on the understanding that where a Pass mark is given along with a final mark expressed in figures, only the mark in figures counts
9. If a student can demonstrate that submitted exam work by act or omission of the institution has been lost, the Board of Examiners will decide what subsequent course of action will be taken.

Article 2.17 Ability to repair after initial assessment (faculty specific)

If with the evaluation of a design the examiner considers that the examination work is insufficient, but a satisfactory level can be achieved with relatively little effort, the examiner can give a temporary mark and give the student the opportunity to perform a, by the examiner clearly defined, repair. The improved examination work must be presented for review at latest within ten working days after the start of the next education quarter. If the work is not offered for re-assessment within the prescribed period, the temporary mark will be finalized.

Article 2.18 Registration and publication of exams and practical results (Conform TU model, article 15)

1. The examiner registers the results of exams in [Osiris](#), including the date on which the examination was held or, in the case of a practical exercise, the date on which the exercise was completed.
2. The examiner may determine the latest date by which a report must be submitted or on which a practical must be completed. This information must be included in the relevant course description in the [Study Guide](#). The deadlines will be announced no later than at the start of the course.

Article 2.19 Retention of works and results (Conform TU model, article 16, paragraph 5 and 6 are faculty specific)

1. Due to the possibility of appeals proceedings, student work that has been assessed must be retained for at least two years after the date of the exam. Assessed work is in any case, but not exclusively, taken to mean: the associated examinations and the model answers and standards established in writing.
2. In connection with the re-accreditation of the degree programme, in contravention to subsection 1, successfully completed Final assignment and the related evaluation forms must be retained for at least seven years.
3. By way of derogation of Section 1, handed in and assessed three-dimensional projects must be retained by the examiner for at least six weeks after the results have been published.
4. In the event that no result has been published, the period referred to in subsection 1 will commence on the date on which the exam is held.
5. The results of exams will be retained by the Student Administration for a period of at least 10 years.
6. In line with the open access policy of the TU Delft, it is obligatory for all students to upload all relevant documents from the graduation project in the TU Delft repository. Specifications are registered in the [Graduation Manual](#).

7. Only with permission of the Director of Education a student can request for an embargo, for a maximum of two years, on the graduation documents in the repository. If the embargo is approved the students has to deliver the graduation files digital to the Board of Examiners, to make them available for the Board and re-accreditation of the degree programme.

Paragraph 2.3 Exemption / curriculum components completed elsewhere

Article 2.20 Exemption application procedure (Conform TU model, article 17)

1. An application for an exemption from all or part of a course must be submitted to the Board of Examiners in writing, stating the reasons for the exemption request, together with any documentary evidence. The student must attach the recommendation of the examiner concerned to his/her application.
2. There is a maximum number of credits for which an exemption can be granted, see art. 2.22 paragraph 1

Article 2.21 Official date of an exemption (Conform TU model, article 18)

The official date of an exemption will be the date on which the Board of Examiners grants the exemption.

Article 2.22 Limitations including exemptions and components obtained elsewhere in the examination programme (Conform TU model, article 19)

The number of credits to be submitted for the degree audit and that are derived from components for which an exemption has been granted and/or from curriculum components completed outside the degree programme may not exceed a total of 40.

Article 2.23 Curriculum components taken elsewhere (Conform TU model, article 20)

1. In the event that a student has completed approved components taken outside the degree programme, the student is responsible for ensuring that the authorised agency issues a statement indicating the component in question by name and insofar as applicable by the code of the course, the associated study load (credits), the results, the date on which the results were earned and the date on which the statement was issued.
2. In the case of components taken abroad, the student must request the Board of Examiners to determine the number of credits and the result.
3. A student who takes a component elsewhere must provide relevant information about this to the Board of Examiners. Relevant information is taken to mean, where applicable, in any case: the progress made in the part of the course in question, the assessment (also if a fail) by the authorised body and a decision concerning fraud. The Board of Examiners is authorised to request and obtain this information from the authorised body.
4. Courses successfully completed elsewhere will only be included in the programme if they were completed during the period in which the student was enrolled in the degree programme. For courses successfully completed elsewhere outside the period the student was enrolled in the degree programme, an exemption must be applied for.

Paragraph 2.4 Further rules governing internships and Projects

Article 2.24 Internships (Conform TU model, article 21)

An internship is only possible as being part of certain dedicated (elective) courses. Students who do an internship as part of the curriculum are required to sign a standard internship agreement in advance, with both the employer and Delft University of Technology. The agreement can be found [here](#) and can be signed at the secretariat of Education and Student Affairs. On set conditions, Building Technology, Management in the Built Environment, Urbanism and Geomatics students have the possibility to carry out their graduation research project at a company. Students who wish to do so are required to sign a standard internship agreement (see above) in advance, including a research proposal which has been approved by the main mentor. Additional conditions and requirements are stipulated below.

1. The objective of the graduation project is educational. Students who carry out their graduation research project at a company are not obliged to take part in the regular work process of the company-attending meetings, carrying out tasks, etc.

2. The graduation company is not a 'commissioning party' for the purpose of the research. The company may suggest a subject for the graduation project. Nevertheless, the student retains full responsibility for the structure of the research project; the objective, questions, theoretical justification, method of acquiring data, conducting fieldwork, etc. are all part of the project.
3. The project is supervised and assessed by mentors from the faculty. Upon request, the graduation company tutor may attend the consultations that follow the final presentation by the student, during which the mentors, in the presence of the delegate of the Board of Examiners, decide on the marks for the various fields and the mark for the presentation, as well as the final mark. The graduation company tutor is not authorised to give marks.
4. The author's rights on the achieved results lie with the student unless explicitly arranged otherwise. Both the student and the faculty may use the results for internal purposes without consultation of the host organisation. Because of the input of the mentors, in case of publications e.g. of an article based on the thesis, it is strongly recommended to inform the mentors and to involve them as a co-author.
5. Any confidential information that is contained in the graduation project should be included in a separate Appendix to the graduation report. The Appendix will not be made public for a period of maximum 1 year after graduation, but it will count towards the assessment of the content of the report by the mentors and delegate of the Board of Examiners of the faculty. The status of a confidential Appendix is exceptional and will only be allowed in extraordinary cases (such as those concerning the privacy of interviewees or sensitive commercial information), and the student will have to justify the reasons for keeping the relevant section confidential. This justification will itself form an integral part of the main report, and will be composed following consultations between the student, mentors and the graduation company.

Article 2.25 **Incidental project or course (Conform TU model, article 20 and 21)**

1. The Board of Examiners shall assign for incidental projects, which are approved as recognized education unit, one or more teachers as examiner.
2. The official date of the completion of an incidental project or course will be the date on which the final report or project is submitted or the date on which the oral presentation is given.

Paragraph 2.5 **Additional rules governing Master's thesis projects**

Article 2.26 **Master thesis project (Conform TU model, article 22)**

The Master's thesis project is assessed against the objectives and criteria, agreed at the P2 presentation, and accepted by the examiners and the Board of Examiners. The Board of Examiners describes a form in which this information is recorded. For more information see the Master [Graduation Manual](#). This manual provides details of the graduation process and the rules applicable. The Master [Graduation Manual](#) is annually revised by the Board of Examiners.

Article 2.27 **Composition of the assessment committee for Master's thesis projects (Conform TU model, article 23)**

1. For monitoring and evaluation of the Master's thesis project a committee is installed by or on behalf of the Board of Examiners which consists of at least two examiners and a co-reader. Each student will have two mentors from the TU Delft and optional one mentor from a partners university involved in this programme. In the evaluation committee are at least two different scientific fields from the university represented.
2. The student may request for to change the composition of the committee through a motivated request at the Board of Examiners. The application must be supported by the current and the desired committee members.
3. The Board of Examiners appoints a delegate of the Board of Examiners, who has completed a suitable training or to her opinion has the competence required for this. The delegate of the Board of Examiners ensures a proper procedure and ensures that the appropriate academic standards are applied.

Article 2.28 **Working method of the assessment committee (Conform TU model, article 24)**

The examiners shall each set a fixed grade for his / her academic field. In addition, they shall agree on a fixed grade for the presentation of the graduation work, and a final grade for the whole work

piece. Such consultations shall take place in the presence of the delegate of the Board of Examiners, who also chairs. All grades given for the thesis must be approved by the delegate of the Board of Examiners. The Board of Examiners has, to support this review, established detailed criteria and prescribes that the provided forms and/or assessment methods are being used.

Article 2.29 **Official date of the Master’s thesis project result (Conform TU model, article 25)**

The official date of completion of the Master's thesis project will be the date on which the oral final presentation is given.

Paragraph 2.6 **Pass and fail rules**

Article 2.30 **Pass and fail rules covering the Master’s degree audit (Conform TU model, article 28)**

1. To pass the Master’s degree audit, a student must have met the following requirements:
 - a. a result has been earned for all subjects: a mark, a pass (V) or an exemption (VR)
 - b. none of the marks may be lower than 6.0.
2. The method of assessment will be transparent so that the student can ascertain how the result was reached.
3. In special cases the Board of Examiners may deviate from the provisions of subsection 1. It will stipulate additional requirements if necessary.

Article 2.31 **Pass and fail rules governing the Honours Programme Master (Conform TU model, article 29)**

The student meets the requirements for the Honours Programme Master once the following have been met:

1. A Pass mark has been achieved for all courses in the Honours Programme Master.
2. The minimum number of credits for the Honours Programme Master is gained.
3. The duration of study, counted from the first enrolment for the degree programme till the date of completion of this programme, for the Master’s degree programme and the Honours Programme Master from which any delay in studies due to circumstances beyond the student’s control has been subtracted is a maximum of two academic years and one semester. In exceptional circumstances, the Board of Examiners can deviate from this time period in favour of the student.

Article 2.32 **Pass and fail rules governing annotations (faculty specific)**

The student has passed an annotation as set out in [Appendix VI](#) if he/she has achieved a pass mark for all courses and meet all requirements set for the annotation.

Paragraph 2.7 **Conferring the predicate “cum laude”**

Article 2.33 **The predicate “cum laude” for Master’s degree audits (Conform TU model, article 30)**

1. A student may receive the predicate “cum laude” for the Master’s degree audit if the Board of Examiners decides to grant this distinction and if at least the following requirements have been met:
 - a. the weighted average of the results of the courses not including the Master final Project must be at least 8,00; passes (V) and exemptions (VR) will not be taken into consideration
 - b. the number of credits for the courses for which a pass (V) has been earned or for which an exemption (VR) has been granted may not exceed 20,0 EC in total. An exception will be made if the student took an exchange semester and the courses completed abroad were assessed with a pass / fail result. Those courses will not contribute to the maximum of 20 EC
 - c. the result for the Master Final Project must be at least 8,5
 - c. the duration of study, that is, the period between the student’s enrolment in the programme and his or her taking the final examination, must not exceed the nominal period of study plus one semester, taking into account study delays based on the TU Delft Profiling Fund Regulations.

2. In special cases the Board of Examiners may decide to grant the predicate “cum laude” to a student who does not meet the requirements referred to in subsection 1 if the student in question has shown exceptional skills in the degree programme in question.

Article 2.34 Honourable mention (faculty specific)

Not applicable

Paragraph 2.8 Degree certificates and results achieved

Article 2.35 Degree certificate and supplement (Conform TU model, article 31)

1. A degree certificate will be issued by or on behalf of the Board of Examiners as evidence that the degree audit has been completed.
2. The degree certificate for the Master’s degree audit will be signed by a member of the Board of Examiners.
3. A supplement in English will be provided when the degree certificate is issued, which will in any event indicate the results achieved.
4. The date stated on the degree certificate is the test date of the last passed course of the student’s exam programme.

Article 2.36 Statement of results achieved (Conform TU model, article 32)

1. A student who has successfully taken one or more exams and to whom the degree certificate within the meaning of [Article 2.35](#) cannot be issued when he/she leaves the university will receive a statement from the Board of Examiners upon request. That statement will indicate the student’s personal data, subject code(s), subject name(s), number of credits, the result(s) and the date(s) on which the result(s) was/were obtained.
2. A statement as referred to in subsection 1 must be requested from the Study Programme Administration.

Paragraph 2.9 Appeal and final provisions

Article 2.37 Appeals against decisions made by the Board of Examiners (Conform TU model, article 33)

Appeals to the Examinations Appeals Board referred to in Section 7.60 of the Higher Education and Research Act (WHW) against decisions made by the Board of Examiners and/or an examiner may be lodged up to six weeks after the decision in question has been made known to the individual concerned. The Board of Examiners will refer to this possibility of appeal in its decision.

Article 2.38 Amendments to the Rules and Guidelines of the Board of Examiners (Conform TU model, article 34)

No amendments may be made to these Rules and Guidelines of the Board of Examiners that apply to the current academic year unless the students’ interests remain reasonably unaffected.

Article 2.39 Unexpected circumstances (Conform TU model, article 35)

Insofar as these Rules and Guidelines of the Board of Examiners do not provide for specific circumstances, the Board of Examiners will make a decision that is in line with these Rules and Guidelines of the Board of Examiners to every extent possible.

Article 2.40 Entry into force (Conform TU model, article 36)

The Rules and Guidelines shall enter into force on 1 September 2023.

Part III

Appendices

Academic Year 2023 – 2024

Appendix I Academic Calendar 2023-2024

Academic Education Calendar 2023 / 2024

Autumn semester																						
Calendar Week	Teaching week																					
36 1.1	37 1.2	38 1.3	39 1.4	40 1.5	41 1.6	42 1.7	43 1.8	44 1.9	45 1.10	46 2.1	47 2.2	48 2.3	49 2.4	50 2.5	51 2.6 Christmas period	52	1	2	3	4	5	2.10
Sept. Mon Tues Wed Thurs Fri	4 11 5 6 7 8	18 19 20 21 22	25 26 27 28 29	2 9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30 31	Nov. 1 2 3	6 7 8 9 10	13 14 15 16 17	20 21 22 23 24	27 28 29 30 1	Dec. 4 5 6 7 8 9 10 11	14 15 16 17 18 19 20 21 22	Jan. 18 19 20 21 22 23 24 25	25 26 27 28	1	8	15	22	29	2

Spring semester																					
Calendar Week	Teaching week																				
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	4.10
Spring break	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	3.10	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	4.10	

Summer period																								
Calendar Week	Summer period																							
27	28	29	30	31	32	33	34	35	5.9															
5.1	5.2	5.3	5.4	5.5	5.6	5.7	5.8	5.9																
Feb.	5	12	19	26	5	12	19	26	2	9	16	23	30	6	13	20	27	3	10	17	24	31		
Mar.	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	6	13	20	27		
Apr.	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	4	11	18	25	3	
May	6	13	20	27	3	10	17	24	31	7	14	21	28	4	11	18	25	31	8	15	22	29	6	
June	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

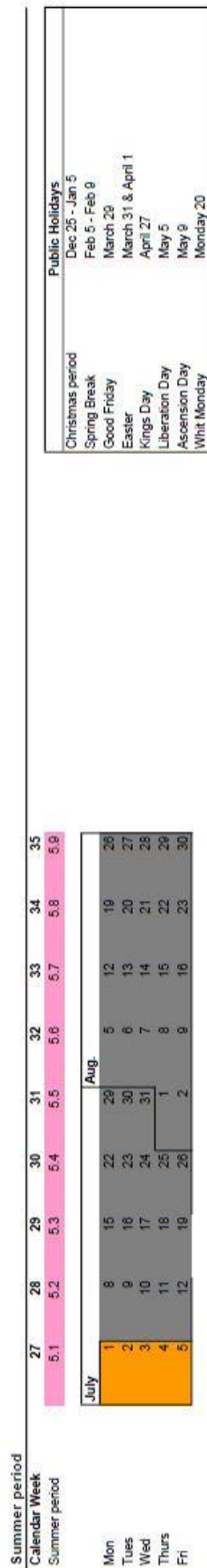
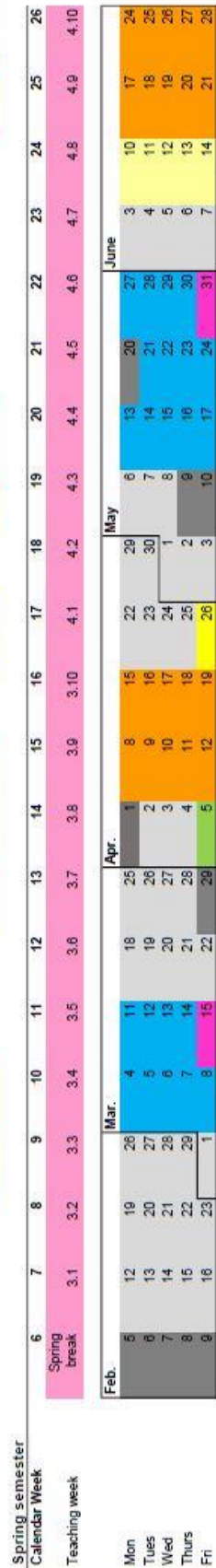
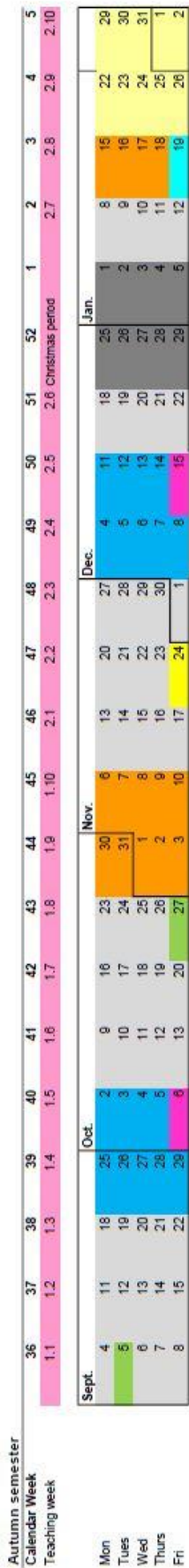
Public Holidays	
Christmas period	Dec 25 - Jan 5
Spring Break	Feb 5 - Feb 9
Good Friday	March 29
Easter	March 31 & April 1
Kings Day	April 27
Liberation Day	May 5
Ascension Day	May 9
Whit Monday	Monday 20

- Education
- No regular education
- MSc education / BSc education and examinations
- MSc education or examinations and presentations / BSc education
- MSc examinations / BSc education and examinations
- Resits 3th and 4th quarter

* Enrolment for spring semester.
 ** Enrolment for autumn semester.
 † Resits design projects Bachelor.

Appendix II Graduation Calendar 2023-2024

Academic Graduation Calendar 2023 / 2024



Public Holidays

Christmas period	Dec 25 - Jan 5
Spring Break	Feb 5 - Feb 9
Good Friday	March 28
Easter	March 31 & April 1
Kings Day	April 27
Liberation Day	May 5
Ascension Day	May 9
Whit Monday	Monday 20

- Final registration dates for P2
 - Final application dates for P4: go / no-go
 - P5 date and final application date for next P4 period: go / no-go
 - Last date P4 and also final application dates for P5: Public Final Presentations
 - Public final presentations take place in the period immediately after the prior P4: go / no-go period
- Education
- No regular education
 - P2: Dates presentations:
 - P4: Dates go / no-go assessments:
 - P5: Dates final public presentations:

Appendix III Didactic concept

In every Master's track, knowledge and specific skills are integrated, and choices made and underpinned in one coherent entity. The didactic tracks take two years and comprise four semesters, each worth thirty credits. Designing means integrating knowledge and specific skills and making choices, underpinned in a coherent entity in an individual design ('knowledge-intensive design'). The essence of the teaching is that students and teaching staff regularly work together in a single room or space. Students learn from each other; as designers, they have to teach themselves how to form opinions about design and their own role in the design process. The studio is also the place where students display their work, where architectural models or other design products are made and where design experiments are carried out. As the programme progresses, students are given the opportunity to add their own colouring to their programme. This serves to encourage the students to draw on their own creativity and use the things they especially wish to learn about as effectively as possible (student-oriented learning). In the case of the Management in the Built Environment Master's track, the design task is often a combined design and research assignment for buildings, areas and management portfolios. The task is not limited to the physical design object: designing and researching programmes, processes and instruments are covered as well, as are research into targets, actors and planning methods, and social and technological contexts. Getting students to work in teams serves to stimulate and develop their multidisciplinary collaboration abilities.

Appendix IV Structure of the graduation

The graduation project is regarded as a non-recurrent learning unit, with the evaluations -P2, P4 and P5- collectively counting as the equivalent of an examination as defined by law, and the individual evaluations being regarded as interim examinations. The graduation project is scheduled over two semesters.

Students are given a total of four opportunities to take a P4: the first in at the end of the semester following the semester the students passed the P2 presentation, and then another three in the three subsequent quarters. Any student who has by then failed the P4 interim examination will no longer be able to pass the full examination, thereby effectively rendering the result of the P2 interim examination invalid and has to start the graduation process from the beginning.

Students are given full supervision during the two semesters of the graduation project; it is generally terminated thereafter. Students who have neither taken nor passed a P4 evaluation after the second opportunity will be referred by the mentors to the Academic Counsellors to discuss what progress they are making in graduating and any reasons as to why they may be falling behind schedule in their studies. Rules that apply to the graduation process are laid down in the [Graduation Manual](#).

Appendix V Special Annotations

The Executive Board (CvB) has decided to discontinue the issuance of annotation certificates. There is a transition period for this decision to take effect. Students following an annotation since or before the academic year 2019-2020 or earlier will not be affected and a final issuance date of annotation certificates is set on 30 September 2023. This should give current students plenty of time to complete the annotation and receive their certificate.

Technology in Sustainable Development (TiSD) annotation

It is possible for students to gain a Technology in Sustainable Development (TiSD) annotation in addition to the regular Master's degree certificate: this is appended to the Master's degree certificate. To be eligible for a TiSD annotation, students must meet a number of requirements regarding the combination of modules and graduation.

1. Students who are starting on the final project phase and who have met all the requirements associated with it may choose the technology in sustainable development graduation specialisation in one of the Master's tracks.
2. For an annotation to be added to the diploma supplement confirming that the student has taken this track, the Master's degree audit must consist of at least the following study units:
 - a. Engineering for Sustainable Development, 5 credits
 - b. Components inside or outside the programme worth a minimum of 10 credits, choosing from the following clusters (with a minimum of 3 credits per cluster):
 - Cluster A: Design, Analysis and Tools
 - Cluster B: Organisation and SocietyMore information about the study units available can be obtained from the sustainable development [website](#).
 - c. A graduation research project worth at least 30 credits which must concentrate on sustainable development. The referent assesses the hypothesis of the final graduation thesis and the extent to which sustainable development is integrated in the thesis.

Entrepreneurship annotation

Master students who are interested in Technology-based Entrepreneurship can opt for the Master Annotation Entrepreneurship programme. The programme trains you to gain entrepreneurial skills and knowledge to explore new technology-based business opportunities.

It combines a set of courses (>15ECTS) and an additional thesis part (5ECTS) to the main graduation project that touches upon entrepreneurship. Entrepreneurship in the sense of this programme can vary from starting up your own business to establishing entrepreneurial projects within existing business environments and establishing a culture of corporate entrepreneurship. If you complete the programme successfully you will receive an Certificate of the Annotation Entrepreneurship along with your Master degree.

Infrastructure & Environment Design (IE-Design) annotation

Not applicable.

Appendix VI Legal protection

Appeal

If a student does not agree with a decision of the Board of Examiners or examiner, the student can appeal to the Examination Appeals Board. Legally, it is not possible to submit a complaint against the mark given for an assessment (for content) by an examiner, but an appeal may be made against the procedures that led to the mark being given. The TU Delft Examination Appeals Board is the body that deals with appeals of this kind. Before submitting an appeal, however, the student is advised to exercise the option of a post-assessment interview. This may clarify whether there has been a breakdown in communication or whether the student disagrees with the decision. The student should ensure that any appeal is received by the Examination Appeals Board no later than four weeks after the date given on the examination slip. It is a good idea to first discuss matters with one of the Academic Counsellors.

Ombudsman

See [Chapter 10](#) of the Delft University of Technology Student Charter.

Complaint coordinator

Procedure for dealing with complaints: every student or employee is entitled to submit a complaint, by sending an email to the complaint coordinator: Klachtencoordinator-BK@tudelft.nl. Any complaint should first be submitted to, and dealt with by, the lowest relevant operational level. For example, a complaint about timetables should first be raised with the Scheduling department. If the complainant does not agree with the solution that is offered, he or she may take the complaint to the complaint coordinator. The next step is to the Dean, and finally the Delft University of Technology Ombudsman. Education and Student Affairs discusses newly received complaints. The complaints are put to the person or persons in the department or faculty with responsibility for resolving them. The complainant receives acknowledgement of his or her complaint and an indication of when it will be dealt with and resolved. He or she is also notified after the complaint has been resolved.

Confidential advisor

A student who suffers in any way because of undesirable behaviour of others, can turn for support to the confidential advisors at the Delft University of Technology. The Faculty of Architecture and the Built Environment has its own confidential adviser. For more information, please go to the faculty's [Student portal](#). However, Delft University of Technology employees and students are free to consult confidential advisers at other faculties or service departments if they wish. More information about all the confidential advisers at Delft University of Technology can be found on the Delft University of Technology website.

For all possibilities on your legal position, see the [TU Delft Student portal](#).

Appendix VII **Transitional Measures 2022-2023**

Not applicable.

Appendix VIII Rules of Procedure for Examinations

For the **Rules of Procedure for Examinations** click [here](#). This link will take you to the "Students and Education" webpage, at the bottom of the website you will find the Rules of Procedure for Examinations.

